

# Factair Safe-Air Tester Results Spreadsheet User Guide



**factair**

## 1.0 System Requirements

The Factair Safe-Air Tester Results Spreadsheet has been developed to run on Microsoft Excel 97 or later versions and requires a minimum screen resolution of 1024 x 768.

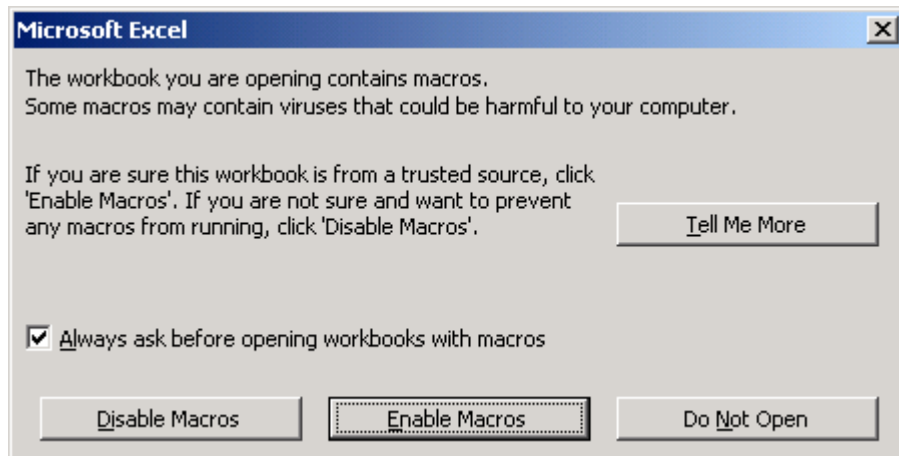
## 2.0 Installing the Factair Safe-Air Tester Results Spreadsheet

If you have received this file by e-mail, right click on the attachment and click on the "save as" button and then save the file in your preferred location. Alternatively double click on the attachment to launch the spreadsheet then from the file menu choose "save as" to store the file.

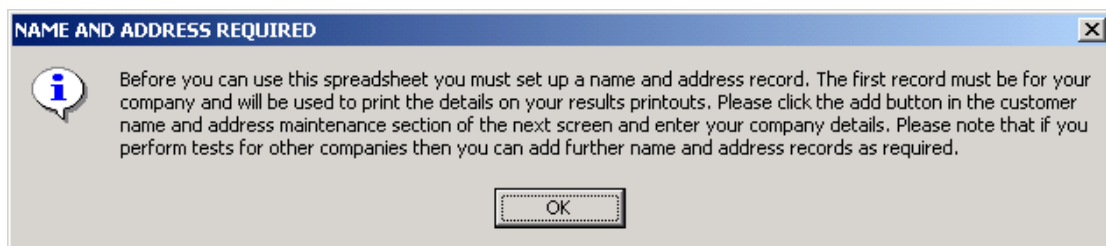
## 3.0 User Guide

### 3.1 Configuring the Spreadsheet

When you open the spreadsheet, depending on your configuration, you may first be presented with this screen, click on "Enable Macros" to continue.

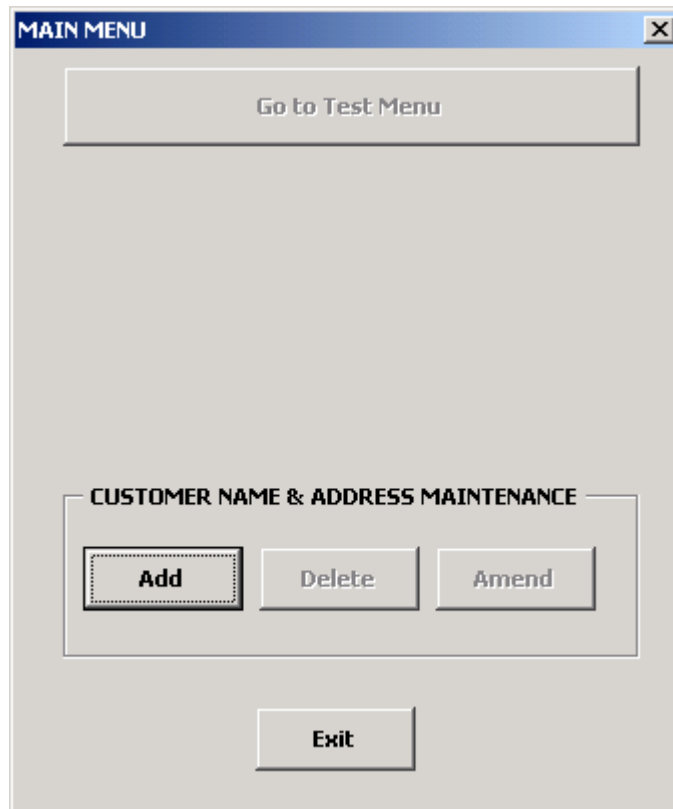


The next screen you will be presented with will be:



Click "OK" to continue

The next screen is the "Main Menu" and it first needs to be configured to how you will use the program.



Click on "Add" to continue, this will open the following screen:

The screenshot shows a window titled "Add name and address". It contains several input fields: "Name", "Address line 1", "Address line 2", "Address line 3", "Post Code", and "Telephone". At the bottom, there are two buttons: "Return to main menu" and "Add name to file".

The Factair Safe-Air Tester Results Spreadsheet has been designed for two different types of users.

- 1) Owners of Safe-Air Testers who will testing only their own systems.
- 2) Companies who perform air quality tests as a service to other organisations.

When entering the first customer name and address you must enter your own name and address, even if you will always be performing air quality tests as a service for other companies. The information entered in this record will be used on the printed test result sheets.

**Please note that once you have entered this first record it becomes permanently saved within the spreadsheet and will be displayed on all printed results.**

If your company requires alternative addresses to be printed at the bottom of each test result sheet then separate copies of this program should be used for each address.

After you have completed entering this information select "Add to file" and you will return to the "Main Menu". From here you can either continue to add further customers or enter the details of the Test Engineer who will be completing this tests.

The screenshot shows a window titled "MAIN MENU" with a close button (X) in the top right corner. The interface is organized into several sections:

- Go to Test Menu**: A button at the top of the window.
- TEST ENGINEER NAME**: A section containing the text "A N Other" and a button labeled "Click to amend".
- CUSTOMER NAME & ADDRESS MAINTENANCE**: A section containing three buttons: "Add", "Delete", and "Amend".
- Exit**: A button at the bottom center of the window.

To change the Test Engineer from the default "A N Other" left click on "Click to amend", change the name and press "OK" to accept.

You are now ready to enter Safe-Air Tester results.

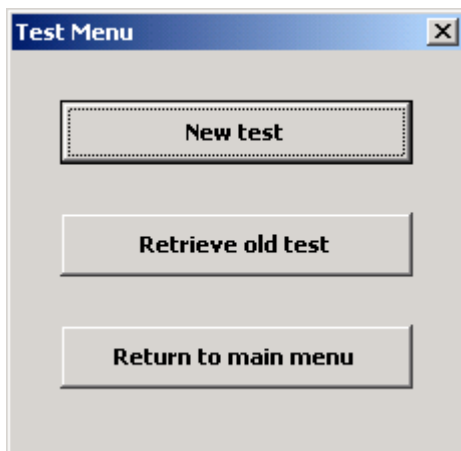
Click on "Go to Test Menu" to continue.

### **3.2 Entering Safe-Air Tester Results**

The Safe-Air Tester Results spreadsheet has been developed as an aid to users of Factair's range of air quality testing instruments. As a result any users of this program should already be deemed competent, by their own company, in the use of the Safe-Air Tester and the requirements of COSHH L5 and BS4275:1997.

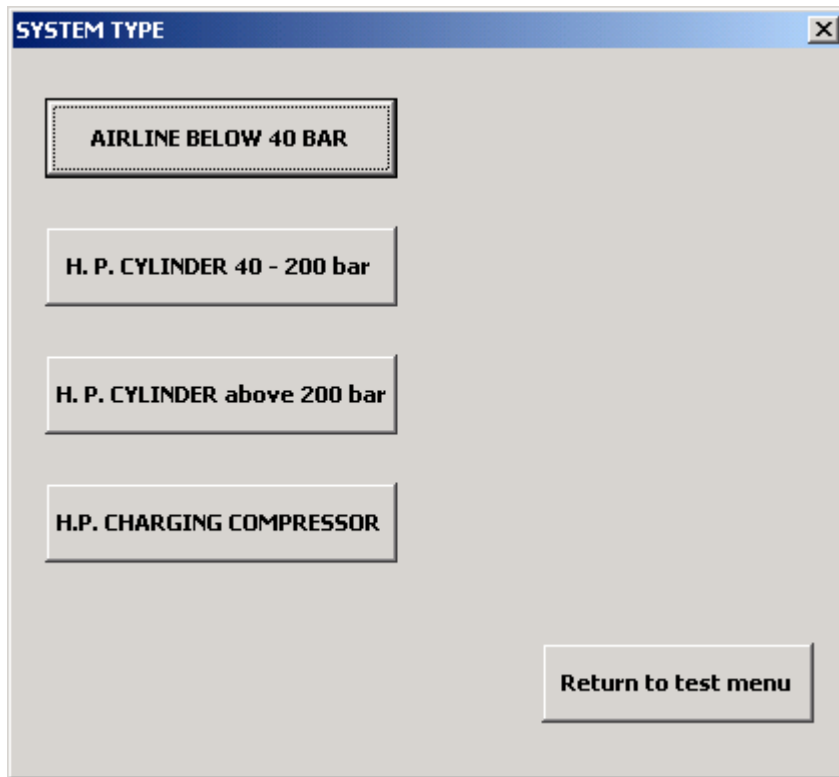
If further training is required a free demonstration CD is available from Factair and a multiple choice self-assessment can be completed on line at Factair's website ([www.factair.co.uk](http://www.factair.co.uk)).

The "Test Menu" allows you to begin a new test or retrieve a previous test.



#### **3.2.1 New Tests**

When you click on "New Test" if you have multiple customers you will first need to select which customer you will be performing the test for. When you have selected the appropriate customer click "OK" and you will be presented with the following screen.



You will then need to select which type of system you have tested, this will then take you into the appropriate results screen. From this screen you will be able to enter the individual test results, establish whether the test was a pass or fail and choose to save and print the results.

### **3.2.2 Retrieve Old Tests**

To retrieve an old test click on the button in the "Test Menu", you will then need to select which customer's test you require followed by the category for its type of test. This will then present you with a list of tests in this category that you have completed for that customer.

Click on the relevant test to open it, you will then be presented with the results and there is a button at the bottom of the screen to allow you to print the sheet. Please note all the results are locked at the time they were originally entered to prevent them being amended.

28<sup>th</sup> September 2005